



*Let's Get Organized!*

## **MIDDLE SCHOOL INITIATIVE PROGRAM**

### **LET'S GET ORGANIZED!**

1. **Introduction.** One of the most exciting ventures in the Civil Air Patrol (CAP) Cadet Program in many years is the Middle School Initiative (MSI). MSI maintains the same standards as the normal CAP Cadet Program, only the location, audience and time the program is conducted are different. MSI places CAP squadrons or flights into middle schools during the day or as an after-school activity with the support/assistance of a local host CAP unit. This is an innovative attempt to reach students in a manner that teaches respect, manners and accountability while developing their potential as tomorrow's leaders. It is an achieving, growing success in both inner city and rural schools alike. MSI provides the Air Force with an excellent opportunity to reach younger students long before high school. This is at a critical point in their development where it can influence future career decisions.

#### **2. Concept**

a. A crucial component of the MSI program is its standardized curriculum. The curriculum consolidates CAP requirements into training schedules and lesson plans focusing on development of well-qualified cadets. Each weekly session is two hours in length; there are 18 sessions per semester and 36 sessions per school year. The MSI curriculum and seeding of the program at the state level has the potential of exposing thousands of younger students annually to the possibilities of flying. No other program is presently available with the potential long-term mentoring so crucial to positively influence youth.

b. This publication provides the MSI training program for sixth grade (CAP 1) students starting CAP as first year cadets. The program has a schedule of training events published by week and semester and includes individual lesson plans. Even though each week has different activities or requirements, the general format of CAP/MSI lesson plans essentially remain the same. Generally, you begin with a unit formation, conduct one or more MSI activities, and close with a unit formation.

c. The first three weeks of the CAP 1 training schedule includes lesson plans designed to welcome cadets and parents to CAP 1 for the school year. The orientation will allow the cadet to evaluate the MSI/CAP program and determine if this is for him or her. The lesson plans are structured for cadets to complete Achievements 1 and 2 and participate in other weekend training activities. Review each lesson plan in advance of the scheduled training date to take full advantage of resources and references available to you. Your local host unit can assist you in the execution of this program. Weekend and summer training activities should be part of the host unit's annual training schedule. Contact your host unit commander or deputy commander to assist in scheduling your cadets for these activities.

#### **3. How the Curriculum Was Developed**

a. The MSI curriculum was developed using a logical progression from the Cadet Program Achievements Specifications and Awards chart (see Page x below). This chart is also in CAPR 52-16, Figure 2-1, Page 10, and is available as a visual aid (VA 52-1) from National

Headquarters, CAP. If a cadet relocates to another MSI school or regular CAP squadron, he or she should see similar CAP operations and activities. The 16 achievements and four milestone awards were segmented into CAP MSI years in the following sequence:

- CAP 1 (6th grade) - Achievements 1 and 2
- CAP 2 (7th grade) - Achievements 3, 4, and 5
- CAP 3 (8th grade) - Achievements 6, 7, 8, and Mitchell Award
- CAP 4 (9th grade) - Achievements 9, 10, 11, and Earhart Award
- CAP 5 (10th grade) - Achievements 12, 13, and 14
- CAP 6 (11th grade) - Achievements 15, 16, Eaker Award, and Spaatz Award

b. The training schedule for each year includes all required achievement activities, such as Physical Fitness, Leadership, Aerospace Education, Moral Leadership, etc. Based on the training schedule, lesson plans were developed to accomplish the achievement activities.

c. There should be a dedicated MSI instructor for each year/level of CAP instruction. Ideally, the instructor that starts CAP 1-level instruction should continue with CAP 2-level instruction with the same cadets the following school year; and, another instructor should be designated to start CAP 1-level instruction with new cadets that following year. This same progression should continue for the start of CAP 3-level instruction, after which there will be a dedicated instructor for the first three CAP levels.

#### 4. **This Publication**

a. **Table of Contents.** The lesson plans are listed in the sequence they are to be used, by semester. The Table of Contents is a good reference to use to determine when a lesson plan is to be presented. Use the Table of Contents as a guide as needed.

b. **Training Schedule.** The training schedule is another aide to use to determine when each lesson plan is to be presented. The training schedule is divided into two semesters of 18 weeks each. Each week has one, two, or three lesson plans. Keep the training schedule in a location where you, and all assistant instructors, will be able to refer to it often. This may be on a bulletin board, in the front of the lesson plan binder(s), or some other place that is best for you and the instructor(s). Referring to it often will ensure that you are on schedule and that you are aware of the upcoming classes or events.

c. **Lesson Plans.** The lesson plans are detailed instructions for presenting each subject, complete with handouts and transparencies (slides) if required. Each lesson plan provides the MSI CAP year, semester and week at the beginning of each lesson plan. This is followed by the name of the course, lesson title, length of lesson, method, references(s), materials needed for that lesson, and objective and behavior. Prior to presenting the lesson, any handouts should be reproduced for distribution to each cadet at the appropriate time.

Transparencies are provided in paper copy for you to use as needed or for making transparencies to use with an appropriate projection system. Lesson plans are numbered in the upper right corner using a Lesson Plan File Scheme (see Page xi below), which indicates the MSI CAP year, the semester, the subject, the achievement or milestone, and the number of the lessons in that series. Each lesson plan and handout(s), if included, is page numbered sequentially; transparencies are page numbered by using the Lesson Plan File Scheme referenced above and adding appropriate page numbers. If you need to return a lesson plan or transparency to the three-ring binder, consult the Table of Contents for its placement. For example, you have lesson CAP1S2AE2.3, Balloons, They Create Their Own Thermals, and need to determine where in the binder it should be located. According to the Table of Contents, it is Semester 2, Week 7, second hour, following CAP1S2DC2.7, Drill and Ceremonies - Element Drill.

d. **Camp Curry Training Weekend.** The final and key event of the Curry Achievement is the Camp Curry Training Weekend. Camp Curry should be held on the weekend prior to the Curry Achievement Test, which is scheduled First Semester, Week 9. This weekend activity reinforces all the CAP classes and principles taught during the previous weeks and culminates into a unit activity. Additionally, it acts as an excellent preparation for encampment. Included are an Instructor Guide and a Student Guide that provide the necessary guidelines for the Camp Curry Training Weekend. Some logistical areas that need to be planned and arranged well in advance are: location/facility, area for CPFT, meals, showers, bedding/beds, separate rooms for male/female cadets/senior members, additional instructors for planned subjects, personnel as helpers, cost and transportation. Just keep in mind what the objectives are for the weekend and all the necessary details that are required to make it successful in every way. Parents and guests should be invited to the closing ceremonies when certificates and comments on outstanding individuals, etc. are presented.

e. **Other Weekend Training Activities.** First Aid, Cardiopulmonary Resuscitation (CPR) and Bloodborne Pathogens (BBP) training are required before becoming Emergency Services (ES) qualified. The local American Red Cross should teach First Aid and CPR and a local medical society should be contacted about instructing in BBP.

5. **Getting Organized.** The MSI curriculum is delivered to you without tabs, indexes, or any other type of separation. This is done primarily for two reasons: to save cost, and to allow you the flexibility to organize the material in a way that works best for you and your situation. There are two recommended methods of sorting the curriculum that should be useful to you. You may discover other methods. The key here is flexibility and using what suits you the best, either one of these two methods or one of your own. Also, note that basic tab recommendations are provided in the Table of Contents.

a. **By-the-Week Method.** The lesson plans are already organized by this method. If you decide that this method is the best for you and your situation, take the training schedule, starting with Semester 1, and ensure the lesson plans in the order as shown on the training schedule. The key is understanding the Lesson Plan File Scheme at Page xi below. Using either tabs or indexes, separate the appropriate lesson plan(s) by weeks in the order of presentation. You might want to insert a different type of tab or index for the basic tabs recommended in the Table of Contents. Keep the handouts and transparencies (slides) behind each appropriate lesson plan.

b. **By-the-Subject Method.** You may want to use this method if you have more than one instructor. This method allows for each subject, e.g., Leadership Lab, Drill and Ceremonies, Aerospace Education, etc. to be grouped together in a separate binder in the order of presentation. You should include a copy of the training schedule in each binder so each instructor will know when that lesson is to be presented. Using either tabs or indexes, separate the weeks of the lesson plans in the order of presentation. You might want to insert a different type of tab or index for the basic tabs recommended in the Table of Contents. Keep the handouts and transparencies (slides) behind each appropriate lesson plan. Again, the key is understanding the Lesson Plan File Scheme at Page xi below.

6. **Weekend/Summer Training Activities.** There are many training activities that will be completed on weekends or during the summer break with or without the local host unit. The cadet MSI program requires several of the activities be completed in order to progress in the program (see Weekend/Summer Training Activities at Page xii below). One of the most important activities for CAP 1 - CAP 3 is the Summer Encampment. This activity is a wing activity that is required prior to taking the Test for the General Billy Mitchell Award. The *Civil Air Patrol News* is a wonderful source for dates of National Headquarters sponsored summer training activity dates, requirements, costs and other pertinent information. This list is normally published in the November or December issue of the newspaper as a separate section that can be posted on the unit bulletin board. The National Headquarters' Web site provides a calendar that shows many important dates. Also, check your Wing's Web site or calendar to keep abreast of activities and training opportunities that are occurring within your state or region.

## 7. Valuable Resources

a. **Local Host CAP Unit.** The local host CAP unit is one of the most important resources of the MSI program. A local host CAP unit is a unit that has been established within the guidelines and regulations of Civil Air Patrol. Members of the local host CAP unit are volunteers that can provide answers to many questions, ways/how-to's of doing things, guidance and help in establishing the MSI program within the school system. CAP National/Wing Headquarters can provide contact information for your local host unit.

b. **Wing Headquarters.** Another resource is the Wing headquarters' staff personnel. Get to know them. Do not be afraid of seeking help and advice. You are not in this alone. Each Wing has members that have been in CAP for many years and can help guide you in the right direction.

c. **Civil Air Patrol Regulations and Manuals.** The Civil Air Patrol Regulations and Manuals book is another excellent resource. It is helpful to write notes on the index (CAPR 0-2 and CAPR 0-9) to aid you in locating rules for things that you use often. Another method is to use colored sticky flags and highlighter. It may look like a lot of material, but the entire Civil Air Patrol program how-to's are discussed within its pages.

d. **Web Sites.** The National Headquarters' and your Wing's Web sites are a valuable source for information, updated forms and publications. Many times the new information will be published on the Web site before a hard copy is sent out. Get in the habit of checking the various Web sites regularly.















e. **Administrator's Guide.** The MSI CAP Administrator's Guide is a tool that has been developed primarily for the MSI CAP program. The guide provides many details that will help get your unit started, and then, sustain your program.

8. **Aerospace Education.** Implementation/Transition for the New Cadet Aerospace Education Program (see Pages xiii-xv below).

a. ***Aerospace Dimensions.*** CAP 1 cadets will be learning Module 1 during this year. Each *Aerospace Dimensions* Module is divided into two to four chapters. The first module covers Introduction to Flight; To Fly by the Lifting Power of Rising Air; and Balloons, They Create Their Own Thermals. The use of the Study Guide, the Leader Guide, and the Resources Guide is highly encouraged. The CAP 1 lesson plans are designed for these references to be used as noted in each aerospace education lesson plan.

b. ***Aerospace: The Journey of Flight.*** This hardbound, 27-chapter book is designed for cadets in Phases III and IV of the cadet program. This book is not used in CAP 1 - 3.

# Cadet Program Achievements Specifications and Awards

PHASE	ACHIEVEMENT	PHYSICAL FITNESS	LEADERSHIP	AEROSPACE EDUCATION	MORAL LEADERSHIP	GRADE
<b>MOTIVATION</b>	Orientation					Airman Basic C/AB
<b>PHASE I THE LEARNING PHASE</b>	1. General J.F. Curry	90 Points on CPFT	Chapter 1			Airman  C/Amn
	2. General H. H. "Hap" Arnold	96 Points on CPFT	Chapter 2	Any Module		Airman 1st Class  C/A1C
	3. Wright Brothers	111 Points on CPFT	Chapter 3	Any Module		Senior Airman  C/SrA
	<b>PHASE I CERTIFICATE</b>					
<b>PHASE II THE LEADERSHIP PHASE</b>	4. Captain Eddie Rickenbacker	126 Points on CPFT	Chapter 4	Any Module		Staff Sergeant  C/SSgt
	5. Charles A. Lindbergh	141 Points on CPFT	Chapter 5	Any Module		Technical Sergeant  C/TSgt
	6. General Jimmy Doolittle	156 Points on CPFT	Chapter 6	Any Module		Master Sergeant  C/MSgt
	7. Dr. Robert H. Goddard	171 Points on CPFT	Chapter 7	Any Module		Senior Master Sergeant  C/SMSgt
	8. Neil A. Armstrong	178 Points on CPFT	Writing/Speech Assignment			Chief Master Sergeant  C/CMSgt
	<b>MITCHELL AWARD</b>	Must have attended an Encampment	Comprehensive Leadership/ Aerospace Ed Exam			Second Lieutenant  C/2d Lt
<b>PHASE III THE COMMAND PHASE</b>	9. Flight Commander	186 Points on CPFT	Chapter 8	Review & Test		
	10. Administrative Officer	201 Points on CPFT	Chapter 9	Review & Test		First Lieutenant  C/1st Lt
	11. Public Affairs Officer	216 Points on CPFT	Chapter 10	Review & Test		
	<b>EARHART AWARD</b>		Comprehensive Leadership/ Aerospace Ed Exam			Captain  C/Capt
<b>PHASE IV THE EXECUTIVE PHASE</b>	12. Leadership Officer	231 Points on CPFT	Chapter 11			
	13. Aerospace Ed. Officer	246 Points on CPFT	Chapter 12			
	14. Operations Officer	261 Points on CPFT	Chapter 13	Review & Test		Major  C/Maj
	15. Logistics Officer	276 Points on CPFT	Chapter 14	Review & Test		
	16. Cadet Commander	291 Points on CPFT	Chapter 15	Review & Test		
	<b>EAKER AWARD</b>		COS (or RCLS, or ECI 13) Writing/Speech Assignment			Lieutenant Colonel  C/Lt Col
<b>SPAATZ AWARD</b>		300 Points on CPFT	Comprehensive Leadership Exam	Comprehensive Aerospace Ed Exam		Colonel  C/Col

## CAP MSI LESSON PLAN FILE SCHEME

The file scheme at the upper right corner of CAP 1-6 lesson plans represents the information described below.

**The first four characters:**

CAP1 (or CAP2, CAP3, CAP4, CAP5, CAP6) represent the grade level of the lesson plan.

CAP1 = 6th grade

CAP2 = 7th grade

CAP3 = 8th grade

CAP4 = 9th grade

CAP5 = 10th grade

CAP6 = 11th grade

**The next set of letters represent:**

AE = Aerospace Education

AO = Administrative Orientation Course

BBP = Blood Borne Pathogens

CPF Test = Cadet Physical Fitness Test

CPR = Cardiopulmonary Resuscitation

COM = Communications

DC = Drill and Ceremonies

DCR= Drill and Ceremonies Retreat

EA = Eaker Review and Award

EAR = Earhart Review and Award

ES = Emergency Services

FIRSTAID = Basic First Aid Training

LL = Leadership Lab

MA = Mitchell Award

ML = Moral Leadership

MTP = Mitchell Test Preparation

O = Orientation Program

ODC = Orientation Drill and Ceremonies

SA = Spaatz Review and Award

Safety = Safety

SDA = Staff Duty Analysis

TW = Training Weekend

**CAP1 S1 LL 1.1**

**The fifth and sixth characters:**

S1 (or S2) represent the semester that the lesson plan is instructed.

**The last numbers:**

Represent the achievement number (or milestone award) and the lesson plan of that series.

Using the above example, CAP1S1LL1.1 indicates that this lesson plan is for CAP 1 (6th grade), first semester, Leadership Lab for Achievement 1, Lesson 1 of that series.



## CAP MSI WEEKEND/SUMMER TRAINING ACTIVITIES

**MSI training activities for weekend and/or summer activities are:**

### **CAP 1 - CAP 3:**

- Ongoing flight orientation rides.
- First Aid: CPR, First Aid, and Bloodborne Pathogen Classes.
- Weekends: Attend practice missions or actual missions (SARCAP/REDCAPs) and participate in the CAP Model Rocketry Program for CAP 3 cadets and any other wing training opportunities and activities.
- Summer: Attend a summer encampment, wing training opportunities and activities and/or national cadet special activities.
- **Required:** An encampment prior to the Test for the General Billy Mitchell Award at the end of CAP 3.

### **CAP 4:**

- Ongoing flight orientation rides.
- Weekends: Attend practice missions or actual missions (SARCAP/REDCAPs) and participate in the CAP Model Rocketry Program and any other wing training opportunities and activities.
- Summer: Attend a summer encampment or Cadet Leadership School, wing training opportunities and activities and/or national cadet special activities.

### **CAP 5 - CAP 6:**

- Ongoing flight orientation rides.
- Weekends: Attend practice missions or actual missions (SARCAP/REDCAPs) and any other wing training opportunities and activities.
- Summer: Attend Cadet Leadership School or Cadet Officer School or Civil Air Patrol Senior Officer Course, wing training opportunities and activities and/or national cadet special activities.
- **Required:** Cadet Leadership School, Cadet Officer School, or Civil Air Patrol Senior Officer Course prior to the end of CAP 6 before the Eaker Award can be presented.

### **References:**

1. MSI Administrator's Guide
  - Chapter 2, Unit Management Part II
  - Chapter 3, Implementing the Missions of CAP - An Overview
  - Chapter 5, Implementing the Missions of CAP Detailed "How-To" Programs
2. CAPR 52-16, Cadet Program Management
  - Chapter 2, Program Administration
  - Chapter 4, Cadet Activities
  - Chapter 5, Encampments
3. CAPR 50-15, CAP Operational Missions
  - Chapter 2, Operational Specialty Ratings/Performance Standards
  - Attachments

## **IMPLEMENTATION/TRANSITION FOR THE NEW CADET AEROSPACE EDUCATION PROGRAM**

On 1 January 2001, the Civil Air Patrol transitioned to the new cadet aerospace education program. Among the changes include the introduction of two new books: *Aerospace Dimensions* and *Aerospace: The Journey of Flight*.

The first new book in the new aerospace education program is *Aerospace Dimensions* and is designed for Phase I and Phase II cadets. It replaces *Aerospace: The Flight of Discovery* and is actually not a single textbook, but six separate, softbound learning modules. Each learning module consists of approximately 35 full-color pages. The modules include several fun and exciting hands-on, group-based activities that reinforce the learning outcomes.

The second new aerospace education textbook, *Aerospace: The Journey of Flight*, is also a full-color product and is designed for cadets in Phase III and Phase IV. Portions of this 27-chapter, 640-page, hardbound textbook are assigned readings for older cadets. These readings are an excellent tool to help senior cadets fulfill their mentoring and instructor responsibilities with the younger cadets.

### **Transition Process**

New cadets who begin Phase I of the cadet program after 1 January 2001, will receive the six *Aerospace Dimensions* learning modules in the mail along with the rest of their initial registration materials. A two-year phase in period has been established for cadets previously enrolled in Phase I and Phase II. Those cadets have two options: They can either continue under the old program and complete all the achievements in the old *Aerospace: The Flight of Discovery* by 1 January 2003, or they can transition immediately to the new program and get credit for all achievements accomplished under the old program. For example, if a cadet in Phase II has completed four chapters in the old program, all he or she will need to do is complete two different modules under the new *Aerospace Dimensions*.

Cadets in Phase III or Phase IV began the new program on 1 January 2001. All cadets enrolled in Phase III or IV as of 1 January 2001, received a free copy of the new *Aerospace: The Journey of Flight* textbook in the mail directly from the publisher.

Cadets who complete Phase II and earn the General Billy Mitchell Award after 1 January 2001, will automatically receive the *Aerospace: The Journey of Flight* textbook in the mail from the CAP Bookstore when they order the materials required for phases III and IV.

The Air Force is totally committed to supporting the new cadet aerospace education program. In fact, the Air Force paid for the *Aerospace: The Journey of Flight* textbooks so that it will be easier and more affordable for the cadets.

## **Transition Rules**

### **Phases I and II - *Aerospace Dimensions***

The new cadet aerospace education program was designed to begin 1 January 2001, but not later than 1 March 2001. Regardless of when you start, please begin on the first day of the month. This is an administrative start date for your program and does not mean you have to actually begin instruction on that date.

Remember, each module is designed to take a minimum of two months to complete; hence, a module cannot be completed in less than a two-month time frame. Assuming you meet the minimum requirements of two hours a month on aerospace education, the modules should not be difficult to complete in the time allotted.

Beginning 1 January 2001, all new CAP cadets will receive the six *Aerospace Dimensions* learning modules in their initial shipment from the bookstore. For those current Phase I or Phase II cadets who decide to switch to the new *Aerospace Dimensions* modules, we realize there is no direct one-to-one correlation between all of the chapters of the old *Aerospace: The Flight of Discovery* and the new *Aerospace Dimensions*. However, we want to make the transition as simple as possible for you. If cadets transition to the new *Aerospace Dimensions*, they will get credit for the chapters and tests they have already completed from the old *Aerospace: The Flight of Discovery* (see the Transition graph below).

Cadets who joined CAP prior to 1 January 2001, are permitted to freely switch between the old textbook and the new during the transition period to maximize their opportunity for learning.

### **Phases III and IV - *Aerospace: The Journey of Flight***

All cadets enrolled in Phase III or Phase IV on 1 January 2001, were mailed a free copy of the new *Aerospace: The Journey of Flight* textbook. Any cadet who advances to Phase III after 1 January 2001, will receive a free copy of *Aerospace: The Journey of Flight* with the Phase III/IV materials packet they purchase from the CAP Bookstore. (See the Phase III Transition and the Phase IV Transition graphs below to see which chapters must be studied.)

### **Milestone Tests - General Billy Mitchell, Amelia Earhart and General Carl A. Spaatz**

Finally, we want to mention the cadet milestone tests. CAP National Headquarters has published new Tests for the General Billy Mitchell Award, the Amelia Earhart Award and the General Carl A. Spaatz Award for cadets enrolled in the new aerospace program. There is no aerospace test associated with the General Ira C. Eaker Award at this time. The questions and answers used during the transition period can be found in both the old and new aerospace education materials. No one will be penalized for beginning the aerospace education program with different materials. These new tests were automatically mailed to every unit with cadets in January 2001.

## Transition Graph

If completed...	Then receive credit for...
<b><i>Aerospace: The Flight of Discovery</i></b>	<b><i>Aerospace Dimensions</i></b>
Chapter 1	Module 1
Chapter 2	Module 2
Chapter 3	Module 3
Chapter 4	Module 4
Chapter 5	Module 5
Chapter 6	Module 6

*Example: If a cadet has completed chapters 1 and 2 of Aerospace: The Flight of Discovery, that cadet will receive credit for completing modules 1 and 2 of Aerospace Dimensions, which leaves only modules 3, 4, 5 and 6 to complete.*

## Phase III Transition

If Phase I and Phase II cadets are studying...	Then the Phase III cadets, who should be mentoring, must review and be tested on ...
<b><i>Aerospace Dimensions</i></b>	<b><i>Aerospace: The Journey of Flight</i></b>
Module 1	Chapters 1, 7 & 8
Module 2	Chapters 2, 9 & 10
Module 3	Chapters 3, 18 & 19
Module 4	Chapters 4, 21 & 23
Module 5	Chapters 5, 24 & 25
Module 6	Chapters 6, 26 & 27

## Phase IV Transition

If Phase I and Phase II cadets are studying...	Then the Phase IV cadets, who should be instructing, must review and be tested on ...
<b><i>Aerospace Dimensions</i></b>	<b><i>Aerospace: The Journey of Flight</i></b>
Module 1	Chapters 7 & 8
Module 2	Chapters 9 & 10
Module 3	Chapters 18 & 19
Module 4	Chapters 21 & 23
Module 5	Chapters 24 & 25
Module 6	Chapters 26 & 27